



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## 63<sup>rd</sup> Session of the Executive Committee of the High Commissioner's Programme Geneva, 1 - 5 October 2012 (Palais des Nations)

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### INFORMATION NOTE

#### I. ORGANIZATION OF THE MEETING

##### Date and place

1. The 63<sup>rd</sup> session of the Executive Committee will open in the Assembly Hall of the Palais des Nations (Doors 13 and 15) at 10 a.m. on Monday, 1 October. Subsequent sessions from Tuesday the 2<sup>nd</sup> to Friday the 5<sup>th</sup> of October will be held in Room XIX (Door 40).

##### Timing

2. The morning sessions will last from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m.

3. In order to make the best use of interpreters and précis-writers, the meeting will be called to order at promptly at 10 a.m. and 3 p.m. Delegations are requested to be punctual.

##### Seating arrangements

4. The seating order of the Executive Committee (ExCom) follows the practice of the United Nations General Assembly (GA), with the first seat being drawn by lots. On 8 June 2012, Jamaica was drawn from among Member States to occupy the first seat in the General Assembly Hall for the GA's 67th session. As Jamaica is not a member of the Executive Committee, Japan will occupy the first seat.

5. Consequently, for ExCom's 63rd plenary session, Japan will be seated at the first desk starting from the right of the front row, as seen from the podium. The other Executive Committee members will then follow, after which observer States, and then other observers, will be seated in English alphabetical order.

#### II. REGISTRATION OF PARTICIPANTS

6. An online registration system has been put in place. The confidential access link, username and password are found in the letter of invitation. Registration must be completed for each person attending the meeting **by Monday, 24 September**. Timely registration is essential in order for preparation of the provisional list of participants and to facilitate entry for each delegate to the Palais des Nations.

7. In addition to online registration, delegations (other than NGOs, see para. 8 below) are requested to send a **letter of accreditation** to the Secretariat with the names and exact titles, *in order of hierarchy*, of all representatives attending the session, by email (hqexcom@unhcr.org) **by Monday, 24 September 2012**.

##### Non-governmental organizations (NGOs)

8. NGOs should contact UNHCR's Inter-Agency Unit by email (interagency@unhcr.org) to register or to obtain any other information required.

#### III. ACCESS TO THE PALAIS DES NATIONS

9. Delegates **not accredited in Geneva** should print out the registration confirmation they receive by email through the online system and bring it with them to the Palais des Nations when they collect their security badge, or send a copy to their Permanent Mission if their badge will be collected by an accredited representative. Badges may be collected as of the afternoon of Friday, 28 September, at the UNOG Identification Office, Pregny Gate, Palais des Nations.

#### IV. GENERAL DEBATE

##### Speakers' list

10. Delegates wishing to sign up in advance for a speaking slot for the general debate should contact the Secretariat by email (hqexcom@unhcr.org). The list will be opened on 3 September.

11. Priority in the order of speakers will be given to member States, followed by observer States and regional intergovernmental organizations. Other observers will be allocated a slot towards the end of the debate.

12. Within each category, the names of speakers will be entered on the list in the order in which the requests are received. Special consideration will be given to Ministers or other Government officials of similar or higher rank, who are not members.

## Statements

13. Statements should be delivered in one of the United Nations official languages (Arabic, Chinese, English, French, Russian or Spanish). Simultaneous interpretation will be provided.

14. Presenters are asked to provide 20 copies of their statements **in advance** to the conference officers, for use of the interpreters and the podium. Presenters are also asked to speak clearly and at a reasonable speed. This greatly facilitates interpretation and the task of the précis-writers.

15. In line with previous ExCom decisions, delegates are asked to limit their verbal statements to **five minutes**. A State or other organization representing a group of countries or organizations will be allowed **seven minutes**.

16. Delegations wishing to have their statements distributed may bring their own copies and place them on the documents table at the back of the room. However, in order to reduce the amount of paper used, delegations are encouraged to email them to the Secretariat for electronic distribution ([hgexcom@unhcr.org](mailto:hgexcom@unhcr.org)).

## V. OBSERVERS FOR 2012-2013

17. Observer status is valid for the duration of one annual ExCom session following receipt of a request in the form of a note verbale. States wishing to participate as observers in ExCom inter-sessional meetings for the period from **October 2012 to October 2013** should send their note verbale **by 24 September** to the Secretariat by email ([hgexcom@unhcr.org](mailto:hgexcom@unhcr.org)), to initiate or renew their observer status.

18. Requests for observer status are considered during the plenary session under the relevant agenda item and recorded in the report of the session.

## VI. DOCUMENTATION

### List of participants

19. A provisional list of participants will be made available on Monday, 1 October. Any amendments should be communicated to the Secretariat **before the close of business on Wednesday, 3 October**. The final list of participants will be made available on Friday, 5 October.

### Daily Journal

20. Daily Journals concerning the schedule, list of speakers, and other information, will be available in the meeting room in English and French. Side events held in the margins of the 63<sup>rd</sup> session will take place in Room

XXIII, between 9 a.m. and 10 a.m. and between 1 p.m. and 3 p.m., and will be announced in the Daily Journals.

## Summary records

21. In accordance with GA resolution 3415 (XXX), summary records of the United Nations bodies are issued in final form only. They will be prepared by the United Nations précis-writers and posted as soon as possible after each meeting. Any corrections will be issued in a single corrigendum after the session. The procedure for submitting corrections is set out on the first page of the summary record.

## Distribution of official documents

22. Documents issued in the A/AC.96/xx series are made available by the United Nations Documents Services to Permanent Missions in Geneva and in New York. Once available on the United Nations Official Document System (ODS) (<http://documents.un.org>), official documents are also posted on UNHCR's website (<http://www.unhcr.org/excom>). It is recommended that delegates **bring their own copies to the session**.

23. Official conference documents will be placed by the Secretariat on tables inside the conference rooms. Any documentation left on the tables without prior clearance by the ExCom Secretary will be removed.

## VII. MISCELLANEOUS INFORMATION

### Medical insurance

24. Participants should bring proof of international health insurance coverage with them in case of need of emergency medical care during their stay in Switzerland.

### Luggage and security

25. Any luggage carried into the Palais des Nations will be checked at the Pregny gate and, after security clearance, may be stored in special lockers. However, delegates are reminded that once the limited luggage storage capacity at the Pregny gate is exhausted, no additional baggage will be accepted.

26. Briefcases and other personal items should never be left unattended, and delegates should wear their UNOG Security Identification Badge at all times.